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DDI-203325X1

31 July 1975

MEMORANDUM FOR: Deputy Director for Intelligence

SUBJECT : Possible Changes in Production Office Procedures [REDACTED]

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REFERENCE : DDI Memorandum of 24 April 1975 to Chief, DDI/SSG [REDACTED]

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1. The attached memorandum is submitted in accordance with your request at reference. One of its main themes is that we should avoid making extensive changes in DDI procedures now-- [REDACTED] --before [REDACTED] experience with the system has demonstrated a clear need for such changes. The resulting report, therefore, identifies a number of potential problems but makes no firm recommendations at this point on how best to solve them.

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2. Nonetheless, the level of knowledge of [REDACTED] among DDI management is such (especially among the "non-user" offices) that you might want to circulate the report to all office and staff chiefs for educational purposes alone, and perhaps for comment as well. The report has been drafted to stand by itself so that it could be so circulated if you wish.

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3. In addition, if you agree with the recommendations in Section III, you may want to send the memo to CGAS, the Operations Center, CRS, and the SSG for action, so that those offices can incorporate these recommendations into their objectives for FY-1976. Some of the recommendations in that section are already being acted on (e.g., paragraphs 10, 11, and 14); the remainder (paragraphs 9 and 13) are intended to get CGAS moving

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4. One by-product of the exercise has been the formation of an informal working group within the DDI.

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We have met four times already, inviting guest speakers to contribute their expertise as we go along. Again, the benefit has been mainly educational, but that is a large part of the problem at this stage. The group is aware of the recommendations made in the attached memo and is awaiting your reaction before deciding whether or when to meet again.

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Chief
Special Study Group, DDI

Attachment
As stated

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